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MEMORANDUM FOR SECRETARIES OF THE MILITARY DEPARTMENTS
CHAIRMAN OF THE JOINT CHIEFS OF STAFF
UNDER SECRETARIES OF DEFENSE
ASSISTANT SECRETARIES OF DEFENSE
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INSPECTOR GENERAL OF THE DEPARTMENT OF DEFENSE
ASSISTANTS TO THE SECRETARY OF DEFENSE
DIRECTOR, ADMINISTRATION AND MANAGEMENT
DIRECTORS OF THE DEFENSE AGENCIES
DIRECTORS OF THE DOD FIELD ACTIVITIES

SUBJECT: Establishment of DoD Aircraft Passenger Manifest Policy

One of the lessons learned from the 1996 CT-43 air crash in Croatia is that having and making appropriate use of passenger emergency contact information is critical to an effective, timely and compassionate aircraft disaster response by the Department. This memorandum establishes DoD policy on the collection and disposition of manifest information, including emergency contact data, from passengers traveling on DoD aircraft and commercial aircraft chartered by or on behalf of DoD.

The procedures detailed in the attachment to this memorandum will govern the collection, use, and disposition of aircraft passenger manifest information. All DoD manifesting systems and procedures will be designed and/or reconfigured to comply with these procedures and information collection requirements. Such systems will collect, at a minimum, the information specified in the attachment to this memorandum from each passenger. This information will be maintained in a form, preferably, electronic, that is readily accessible and available for immediate transmission to DoD organizations, non-DoD government organizations, and other entities as appropriate. All manifesting agencies will handle records in accordance with the Privacy Act of 1974.

This policy is effective immediately and will be incorporated into the pending publication of DoD Instruction 4500.dd, Transportation and Traffic Management Procedures. All DoD components will review their current passenger manifesting systems and procedures, and take such actions as may be appropriate to bring those systems and procedures into full compliance with the policies set forth herein.

Attachment
As stated



U19457 /01

Attachment: DoD Aircraft Passenger Manifest Policy

1. Minimum Required Passenger Manifest Information

Military Service-developed aircraft passenger manifesting systems and procedures must collect, at a minimum, the following from each passenger:

- Name;
- Rank, if applicable;
- SSAN or passport number (if a military dependent, the sponsor's SSAN or passport number may be used);
- Status (active duty, reserve, retired, dependent, civilian employee, etc.);
- Sponsoring military service, agency, or employer (if applicable); and,
- Name and telephone number of an emergency contact not traveling with the passenger.

2. Emergency Contact Information

The following additional information will be solicited from all such passengers prior to boarding:

- Name and telephone number of an emergency point of contact not traveling with the passenger.

3. Collection, Use, and Disposition of Manifest Information

The preceding information will be collected or solicited unless the passenger is incapable of providing the information, or an emergency precludes its collection. In the event a passenger refuses or cannot provide emergency contact information, a manifest entry reflecting this fact will be made.

Passenger manifest information will be updated at each intermediate stop at which passengers embark or debark. A copy of the passenger manifest will be left at each departure station that lacks immediate electronic access to updated passenger manifest information.

Passenger manifesting systems and procedures will collect and maintain the information prescribed above in a format, preferably electronic, that is readily accessible and available for immediate transmission to other DoD organizations, non-DoD government organizations, and other authorized recipients.

Emergency contact information collected from passengers will be used solely for the purpose of making notifications in the event of an emergency. Agencies will ensure that records destruction will be handled in accordance with authorized procedures for disposal of records.

4. Applicability

The requirements of this section apply to all systems and procedures used to manifest military and civilian passengers traveling:

- On all civil aircraft chartered by or on behalf of DoD to provide passenger transportation, when DoD is responsible for manifesting passengers;
- On DoD aircraft operated in common user airlift service, i.e., the airlift service provided on a common basis for all DoD agencies and, as authorized, for other agencies of the U.S. government (JP1-02). Aircraft under this definition include USAF Air Mobility Command (AMC) organic aircraft, operational support airlift (OSA) aircraft, theater assigned organic airlift, and other Service-owned aircraft when operated in a common user role; and,
- On any DoD aircraft when one or more passengers are civilians (including DoD and non-DoD civilian employees, couriers, travelers on public affairs events, dependents, contractors, retirees, etc.) who are not part of the crew or on board the aircraft for operational support purposes.

The requirements of this section do not apply to flights involving DOD aircraft on training or operational missions unless covered in the three subparagraphs immediately above.